

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Fiscal Administrative Manager 1
SW105134
Business Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: SWCMHS Administrative Office, 97 Middle Street, Bridgeport, CT 06604

Program/Unit: Business Office

Salary: \$ 85,099

Shift/Schedule/Hours: 1st shift , 8:00 a.m. to 4:30 p.m , Monday through Friday, 40 hrs/wk

Posting Date: June 21,2013

Closing Date: June 30,2013

Duties may include but not limited to: Reporting to the CEO, manages administrative and fiscal departments including Plant Operations, Environmental Services, Food Services, Administrative Services and Fiscal Services for five SWCMHS locations. This includes 3 inpatient units and outpatient and residential services. Responsible for compliance with regulatory and licensing requirements in terms of environment of care and workplace standards, Medicare and Medicaid cost reporting. Advises CEO regarding budgeting purchasing and other financial issues. Responsible for oversight of SWCMHS safety program. Develops fiscal and administrative policies. Serves as member of Executive Management Team.

Eligibility Requirement: Candidates must have applied for and passed the **Fiscal Administrative Manager 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirement: Must possess, retain, and carry valid Connecticut Drivers License. Travel in the community is required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Gabriela S. Flores, Human Resource Associate
Southwest Connecticut Mental Health System
Human Resources, 97 Middle Street , Bridgeport CT 06604
Fax: (203) 579-6315
Email: SWCMHS.recruit@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.